

**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

MEETING DATE: 8/18/04

DIVISION: COUNTY ADMINISTRATOR

BULK ITEM: YES

DEPARTMENT: AIRPORTS

AGENDA ITEM WORDING: Approval of Purchase Service Order for URS, for the Noise Implementation Program (NIP) Phase 4 Design, for the Key West International Airport.

ITEM BACKGROUND: This project will be funded 95% by the Federal Aviation Administration, and 5% by Passenger Facility Charge Revenue. An Independent Estimate, as required by FAA, is attached.

PREVIOUS RELEVANT BOCC ACTION: Approval to submit PFC Application # 8, October 15, 2003.

CONTRACT/AGREEMENT CHANGES: New agreement

STAFF RECOMMENDATION: Approval

TOTAL COST: \$710,826.00

BUDGETED: Yes

COST TO AIRPORT: None

SOURCE OF FUNDS: FAA, PFC Revenue

COST TO PFC: \$35,541.30

COST TO COUNTY: None

REVENUE PRODUCING: No

AMOUNT PER MONTH /YEAR:

APPROVED BY: County Attorney X

OMB/Purchasing N/A

Risk Management N/A

DIRECTOR OF AIRPORTS APPROVAL



Peter J. Horton

DOCUMENTATION: Included ☒

To Follow ☐

Not Required ☐

AGENDA ITEM # C24

DISPOSITION: \_\_\_\_\_

/bev  
APB

# MONROE COUNTY BOARD OF COUNTY COMMISSIONERS

## CONTRACT SUMMARY

Contract #

Contract with: URS

Effective Date: Execution

Expiration Date: 490 days

Contract Purpose/Description: Noise Implementation Program Phase 4 Design

Contract Manager: Bevette Moore  
(name)

# 5195  
(Ext.)

Airports - Stop # 5  
(Department/Courier Stop)

for BOCC meeting on: 8/18/04

Agenda Deadline: 8/3/04

## CONTRACT COSTS

Total Dollar Value of Contract: 710,826.00

Current Year Portion: ~50,000.00

Budgeted? Yes

Account Codes: 404-630100-530490-GAKA97

Grant: Yes, FAA

County Match: PFC Revenue

## ADDITIONAL COSTS

Estimated Ongoing Costs: N/A  
(not included in dollar value above)

For: .  
(eg. maintenance, utilities, janitorial, salaries, etc.)

## CONTRACT REVIEW

	Date In	Changes Needed Yes No	Reviewer	Date Out
Airports Director	<u>8/2/04</u>	( ) <input checked="" type="checkbox"/>	<u>Peter Horton</u> Peter Horton	<u>8/2/04</u>
Risk Management	<u>   /   /   </u>	( ) ( )	<u>N/A per OMB</u> for Risk Management	<u>   /   /   </u>
O.M.B./Purchasing	<u>   /   /   </u>	( ) ( )	<u>N/A per OMB</u> for OMB	<u>   /   /   </u>
County Attorney	<u>   /   /   </u>	( ) ( )	<u>Pedro Mercado</u> County Attorney	<u>8/2/04</u>

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PURCHASE / SERVICE ORDER**

**FOR**

**MONROE COUNTY**

To: URS Purchase Service Order No. 03/04-38

Re: PSA Agreement, Dated 1-1-02 Resolution No. \_\_\_\_\_

Project Name: Key West International Noise Implementation Program (NIP) Phase 4 Design

Description of Services: (See Attached Scope of Services)


Multiple of Direct Salaries \_\_\_\_\_

Lump Sum X Reimbursable Expense \_\_\_\_\_


Days to Complete 490 Fee this Service Order \$710,826.00

Payment for Services shall be in their entirety as per PSO.

**Prepared by:**

  
Milford A. Reisert

**Recommended by:**



Date: 7-27-04

Date: 7-28-04

**Accepted by:**


  
Carlos Garcia

**Approved by:**

\_\_\_\_\_

Date: 7/27/04

Date: \_\_\_\_\_

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY  
BY   
ATTORNEY'S OFFICE  
DATE 8/2/04

# **SCOPE OF SERVICES PHASE 4 DESIGN (A&E) NOISE INSULATION PROGRAM KEY WEST INTERNATIONAL AIRPORT**

This Scope of Services will describe tasks necessary to initiate Phase 4 of the Noise Insulation Program for up to 60 eligible homes. The services will include preliminary tasks through bid tabulation and award.

URS is the General Consultant to Key West International Airport. THC and their Consultant Team is a sub-consultant to URS for this project.

The Consultant Team will be directed by a Project Manager who will report directly to the Key West International Airport's Noise Insulation Program Coordinator.

The Consultant Team is composed of the following disciplines:

- The Program Manager (THC, Inc.) will provide overall program management services. THC will support the Airport Director and Noise Insulation Program Coordinator in all tasks involved with the planning and daily implementation of the Noise Insulation Program. THC will provide database services and project scheduling, along with interaction with all participating property owners and tenants. The Project Manager (THC) will utilize the Director of Sound Insulation Services for master planning the project, document review and development, scheduling and general consultation throughout the project. THC will assign the Project Manager to the project for the entire ten (10) month period to travel back and forth from Atlanta to Key West as necessary.
- The Project Architect will provide all required architectural services for the project. The Project Architect will be responsible for preparing the construction specification, preparing any necessary architectural details, assuring compliance with all applicable codes and ordinances, performing Design Visit inspections at each home (with Mechanical/Electrical sub-consultant), develop draft Design Package for each home, review draft Design Packages with each homeowner, develop final Design Packages for each home, prepare the bid package, conduct the pre-bid conference, attend all contractor outreach sessions and workshops where necessary, tabulate the bids for construction services, and make the final award recommendation. THC will utilize both its national architectural firm for project lead and management (Lead Architect), and its Florida based DBE architectural firm (Local Architect) for the majority of daily operations such as plan and document development. The term Project Architect is used to describe all architectural services, which includes both firms.
- The Acoustical Engineer (Landrum & Brown) will provide before and after modification noise testing on 6 homes (10% of the 60 homes sound insulated). This phase will include before-modification noise testing only.

- The title company (First American Title) will provide all services associated with securing avigation easements and recording said easements on the titles of the subject properties. The consultant team will process and secure consent agreements as allowed from mortgage holders for an avigation easement relative to the title of the properties.
- The Ventilation Consultant (CEE) will attend the Design Visit at each home and analyze current ventilation standards within the subject properties in order to determine the extent of ventilation modifications required to maintain, or create, a healthy indoor air environment. The Ventilation Consultant will assess current conditions within the homes and determine the impact that will be created by tightening the homes via the installation of acoustic treatments. The ventilation consultant will provide ventilation design services to assist the Project Architect during the design development phase. In addition to attending the Design Visit with the Project Architect, the Ventilation Consultant will provide supplements to the architectural designs with ventilation modifications, where necessary.

## **TASK 1 PROJECT MANAGEMENT**

The Consultant's Project Manager will perform general project-related management and coordination with the airport and the FAA. This task includes preparation of monthly invoices and progress reports, FAA coordination, project management plan updates, sub-consultant coordination and agreements, and schedule updates. This task also includes conference calls with the Consultant Team and related documentation. The Project Architect, Title Company, Ventilation Consultant and Acoustical Engineer will perform general project-related coordination with the Consultant's Project Manager.

The Director of Sound Insulation Programs will participate in, and oversee all project management for THC. THC's Director of Administrative Services (Admin Director) will process all sub-consultant invoices, reports, receipts, contracts, insurance certificates, etc, throughout the project. The THC Principal will develop sub-consultant contracts, and submit overall project team invoices and monthly progress reports to the URS Project Manager. URS will prepare a monthly invoice, including THC's overall project team invoice, and submit this invoice, along with the progress report, to Monroe County.

In addition to preparing and submitting invoices and progress reports, URS will monitor the progress of the project and assist the airport and the Consultant Team as necessary.

The duration of Phase 4 is estimated to be ten (10) months.

### **Travel**

Although travel under this task will be determined by the status of the project, the Program Manager (THC) has budgeted one (1) trip per month for the Project Manager for this task, for a total of ten (10) trips. These trips include five (5) nights stays each time. Where other tasks require trips for the Project Manager, they will be absorbed

into these trips so that more than one task can be addressed by the Project Manager during the same trip. The Program Manager has also budgeted for two (2) two (2) night trips for the Director of Sound Insulation Programs and the Principal for the Project Management task. All trips budgeted for THC is round trip from Atlanta.

The General Consultant (URS) has budgeted one trip per month for the Project Manager for this task, for a total of ten (10) trips. These are budgeted as one (1) night trips.

**Personnel Involved in this Task:**

THC Principal  
THC Director of Sound Insulation Programs  
THC Project Manager  
THC Director of Administrative Services  
URS Project Manager  
URS Principal  
URS Senior Billing Coordinator  
URS Administrative Assistant

**TASK 2    PROVIDE SUPPORT TO THE OFFICE AND PROVIDE  
INFORMATION TO THE PUBLIC AS REQUIRED**

The Consultant's Project Manager and Project Architect will answer inquiries from and provide information to the public, the media, and the County as appropriate. They will support the Noise Insulation Program Coordinator in conducting daily program implementation. The Project Manager will accompany the Noise Insulation Program Coordinator on homeowner visits as often as possible, and at the discretion of the Noise Insulation Program Coordinator.

The Consultant's Project Manager will attend the airport's Ad-Hoc Committee meetings on Noise to provide status reports on the progress of the Noise Insulation Program and other related matters during the term of this phase.

Examples of noise insulation materials, such as different window and door assemblies, will be available in the Project Office for inspection along with photographs of completed work, product brochures and application forms. The Consultant's Project Manager and/or the Project Architect's Project Manager will schedule appointments as needed to meet with Homeowners in the Project Office to view and discuss the product displays. These appointments will coincide with other project-related trips to Key West.

**Personnel Involved in this Task:**

THC Project Manager  
Lead Architect's (MDA) Project Manager

### **TASK 3 UPDATE PROGRAM POLICIES**

The Consultant's Project Manager will continually update programs policies that describe the step-by-step process for the Key West International Airport Noise Insulation Program as necessary. All revisions to forms and/or presently used contracts and documents will be included in the update.

A copy of the updated materials will be provided to URS and to the airport.

#### **Personnel Involved in this Task:**

THC Project Manager  
THC Director of Sound Insulation Programs  
Ventilation Consultant (CEE) Design Engineer  
Ventilation Consultant (CEE) Project Manager

### **TASK 4 CONTRACTOR OUTREACH, CERTIFICATION & TRAINING**

The Consultant's Project Manager will provide all necessary contractor outreach services in an attempt to maximize the number of bidding contractors. The Consultant's Project Manager will develop a Contractor Informational Notebook, as well as conduct two Contractor Outreach public meetings in Key West. At these meetings, the Consultant's Project Manager will review program processes (utilizing a computer graphic presentation), as well as review all program contractor requirements and expectations. For interested contractors, the Consultant's Project Manager will process all required certification documents, including Contractor Eligibility Agreement and a review of licenses, insurance policies and bonding capacity information. The architect and staff will attend this meeting along with the THC Director of Sound Insulation Programs and the THC Project Manager.

#### **Personnel Involved in this Task:**

THC Director of Sound Insulation Programs  
THC Project Manager  
Lead Architect's (MDA) Project Manager  
Ventilation Consultant (CEE) Design Engineer  
Ventilation Consultant (CEE) Project Manager

### **TASK 5 LEGAL DOCUMENT ADMINISTRATION**

The Consultant's Project Manager will obtain title commitments for each of the participating properties from a Florida licensed Title Company. The Title Company will provide an opinion of title, which would identify the vesting of ownership for the property. It would also identify any and all mortgages, liens and encumbrances on the property, which would require signature of consent to the avigation easement and a subordination of the easement.

The Consultant's Project Manager will coordinate the activities in obtaining the consents and subordination agreements. This entails identifying the lien holder, providing the lien holder with the consent and subordination agreements, explain the program and the lien holders' rights, and respond to any questions or concern the lien holder(s) may have with the consent or subordination agreement. The Consultant's Project Manager will manage the receipt of consents and subordination agreements by tracking it in the database. Upon receipt of the executed consents and subordination agreements, the Consultant's Project Manager will have them recorded at County records.

The Consultant's Project Manager will record the avigation easement upon execution by the Homeowner. The Consultant's Project Manager will forward all recorded documents to the Title Company for issuance of the final Title Policy. The Consultant's Project Manager will maintain the title policies in the parcel file.

**Personnel Involved in this Task:**

THC Project Manager

First American Title Insurance Company

## **TASK 6 CONSTRUCTION SPECIFICATION REVISION**

The Consultant's Project Manager and Project Architect will revise the current Key West International Airport Residential Sound Insulation Program construction specification document in all divisions (division zero – seventeen), especially in the areas of General Conditions, Architectural Details and Ventilation Design Requirements. The Consultant's Project Manager and Project Architect will also develop revised appendices to include

- ◆ Appendix A – Project Team Contacts
- ◆ Appendix B – Approved Manufacturers & Products
- ◆ Appendix C – Sample Project Forms
- ◆ Appendix D – Standard Drawings & Code Index
- ◆ Appendix E – Program Policy Statements

**Personnel Involved in this Task:**

THC Director of Sound Insulation Programs

THC Project Manager

Lead Architect's (MDA) Principal Architect

Lead Architect's (MDA) Project Manager

Lead Architect's (MDA) Specifications Writer

Lead Architect's (MDA) Construction Administrator

## **TASK 7 PRODUCT REVIEW**

The Consultant's Project Manager and Project Architect will conduct a thorough review of all acoustic window and door products to include:

- ◆ New product research and approval
- ◆ Shop drawing review and approval



- ◆ STC criteria establishment
- ◆ Revision of approved product lists

**Personnel Involved in this Task:**

THC Project Manager  
Lead Architect's (MDA) Project Manager  
Lead Architect's (MDA) Specifications Writer  
Lead Architect's (MDA) Construction Administrator

**TASK 8 DOCUMENT ARCHITECTURAL, MECHANICAL,  
VENTILATION AND ELECTRICAL SITE CONDITIONS**

The Project Architect, Mechanical/Electrical/Ventilation sub-consultant and Ventilation Consultant will inspect each property in an effort to define pre-existing deficiencies that are not eligible for program funding and/or that could complicate the proposed acoustic scope of work. These deficiencies would include pre-existing code issues, structural issues, environmental issues, moisture issues, insect infestation and safety issues. The Project Architect will document all pre-existing deficiencies and forward the information to the Consultant's Project Manager.

During this Design Visit, the Project Architect and Mechanical/Electrical/Ventilation sub-consultant will also collect sufficient architectural, mechanical, ventilation and electrical data on each home to document the existing conditions for proposed treatment recommendation. At this time, general building metrics, unusual building conditions, and relevant building code conditions will be documented as a basis for future treatment recommendations and construction detailing. The Project Architect will photograph and, in conjunction with the Mechanical/Electrical/Ventilation sub-consultant, will prepare written documentation of the existing conditions at each residence. Detailed floor plans will be developed showing the number and location of all windows, doors, perimeter penetrations, and potential treatment areas (e.g., wall, ceiling, attic, soffit, skirting, exposed framing, etc.). Door and window schedules will elaborate types, sizes, and styles of these elements. The mechanical and electrical information will indicate the existing HVAC systems configuration and capacity. The Ventilation Consultant will also document the existing ventilation (rate and method of fresh air exchange) status and determine any required ventilation modifications.

The Project Architect will schedule appointments with each eligible participant for on-site visits and will conduct on-site visits to collect data on each of the up to 60 homes, over the course of a multiple week period.

The Consultant Team will review the steps to participation, explain all the requisite paperwork the Homeowner must fill out in order to participate in the program, secure title and mortgage information, collect architectural data on the home, and answer specific Homeowner questions. The Consultant Team will also discuss treatment options, technical issues and other noise insulation measures with the Homeowners at the on-site visits.

### **Travel**

The Ventilation Consultant (CEE) will be on-site for all design visits. This includes five (5) weeks of the ventilation consultant's time and expenses for five (5) round trips from Minneapolis, MN.

The Lead Architect (MDA) will also travel one (1) time to Key West for this task from Minneapolis, MN. It will include a four (4) night stay for the Lead Architect's Project Manager. The Local Architect (The Sun Group) will travel from West Palm Beach, FL five (5) times by automobile. This will include fifty (50) nights of accommodations for the Local Architect's for the Architectural Consultant and the Assistant Project Manager.

### **Personnel Involved in this Task:**

THC Project Manager  
Lead Architect's (MDA) Project Manager  
Local Architect's (Sun) Architect Consultant  
Local Architect's (Sun) Assistant Project Manager  
Ventilation Consultant (CEE) Design Engineer  
Ventilation Consultant (CEE) Project Manager

## **TASK 9 PERFORM PRE-MODIFICATION NOISE AUDIT**

Immediately following the architectural survey, the Acoustical Engineer will conduct a pre-modification noise audit of selected homes. Measurements will be used to verify the necessity for modifications identified during the design process. Pre-modification data will be compared with post-modification measurements to document the achieved increase in noise reduction, and as a check on quality control. Pre-modification measurements will be used to consult with the Consultant Team on treatment protocols.

The number of homes to be measured will be approximately 10% of the total number of homes being insulated in Phase 4. The sample will be selected to represent the range of housing types expected. Usually, each home that is measured before construction will be measured afterwards as well.

The noise level reduction (NLR) measurements essentially consist of placing a loudspeaker inside each of the rooms that will be measured. The electrical signal of a pink noise source is fed through the amplification/loudspeaker system and is filtered to simulate aircraft noise. The technician will measure the average interior sound level within the room and the sound level directly outside each exterior element (i.e., doors, windows, and walls). An overall NLR will be mathematically computed based on the measured test data and the acoustical conditions of each room.

### **Travel**

This task will require two (2) Associate Consultants from Landrum & Brown to travel together to the project site for completion of this task. It will require a two (2) night stay for both consultants. This travel is round trip from Boston to Key West.

**Personnel Involved in this Task:**

THC Project Manager

Acoustical Engineer (L&B) Senior Associate

Acoustical Engineer (L&B) Associates (two)

**TASK 10 DEVELOP ACOUSTIC DESIGN PACKAGE**

The Acoustic Design Package documents existing conditions, floor plans and miscellaneous items that are to be incorporated into the design documents. It also contains the recommended acoustical treatments to the windows, doors, ceilings, and walls. The acoustical designs will be aimed at achieving the FAA Handbook minimum reduction goal of 5 decibels goal and/or an interior noise level no greater than 45 dB DNL. The Project Architect will develop the noise insulation designs (for 60 homes) in full compliance with the policies, standards, and specifications issued by the FAA for AIP projects. The Acoustic Design Package will include the following information:

- General Requirements,
- Elevation Photographs,
- Special Requirements,
- Structural Description,
- Contractor General Notes,
- Homeowner Requirements,
- Schematic Architectural Plans,
- Schematic Mechanical Plans,
- Schematic Electrical Plans,
- Product Selection Icons,
- Door and Window Schedules.

The Project Architect will develop and distribute the Design Packages to the Consultant Team for internal review and discussion. Following internal review and revision as necessary, the Consultant's Project Manager and the Project Architect's Project Manager will meet with the Airport Manager to review the Acoustic Design Package and discuss any outstanding issues. Any necessary revisions to the Acoustic Design Package will be completed prior to presentation to the Homeowners.

**Travel**

The Lead Architect (MDA) will travel one (1) time to Key West for this task from Minneapolis, MN. It will include a four (4) night stay for the Lead Architect's Project Manager. The Local Architect's (The Sun Group) Principal and Assistant Project Manager will travel from West Palm Beach, FL one (1) time by automobile. This will include a four (4) night stay for both consultants.

**Personnel Involved in this Task:**

THC Project Manager

Lead Architect's (MDA) Principal Architect

Lead Architect's (MDA) Project Manager

Lead Architect's (MDA) Specifications Writer  
Lead Architect's (MDA) Construction Administrator  
Lead Architect's (MDA) Senior Architect  
Local Architect's (Sun) Principal Architect / Project Manager  
Local Architect's (Sun) Architect Consultant  
Local Architect's (Sun) Assistant Project Manager  
Local Architect's (Sun) CADD Designer  
Ventilation Consultant (CEE) Design Engineer  
Ventilation Consultant (CEE) Project Manager  
Acoustical Engineer (L&B) Senior Associate  
Acoustical Engineer (L&B) Associate

## **TASK 11 DESIGN REVIEW WITH HOMEOWNERS**

The Consultant's Project Manager and Project Architect will review the Acoustic Design Package with each Homeowner (60 total), including all treatment recommendations and product selections such as color, style, and material. Any changes proposed by the Homeowner will be reviewed by the Consultant Team prior to approval. Issues arising from Homeowners' refusal of proposed treatments will be addressed according to Program policies. During this visit, the Consultant's Project Manager will also review the legal documents with the Homeowner.

The Project Architect (Principal) will schedule appointments with the Homeowners to present the Acoustical Design Packages. In the event of required revisions, the Project Architect will make all changes and develop the final Design Package.

### **Travel**

The Local Architect's (The Sun Group) Principal will travel from West Palm Beach, FL three (3) times by automobile. This will include three (3) four (4) night stays for the Principal Architect.

### **Personnel Involved in this Task:**

THC Project Manager  
Local Architect's (Sun) Principal Architect / Project Manager  
Local Architect's (Sun) Assistant Project Manager  
Local Architect's (Sun) CADD Designer  
Local Architect's Clerical

## **TASK 12 DEVELOP BID DOCUMENTS**

The Consultant's Project Manager and Project Architect will develop a complete set of construction documents that meet all FAA requirements and the requirements of the local authorities. The construction documents will include written specifications that describe the products, suppliers, materials, and workmanship that are acceptable and which meet the technical requirements of the project. The construction documents will also include the plans and details referenced to the specifications sections. The

documents will be of sufficient detail to be used for the formal bid process as well as for the actual construction phase of the work.

Once all of the Homeowners in Phase 4 have signed-up (or declined to participate) the Project Architect will compile all of the Acoustic Design Packages for those properties included in the bid package.

The bid package set will contain at least the following information for each residence:

- Floor plan that shows the existing construction and modifications that shall be made for each habitable level and the roof plan;
- Door and window schedules that are keyed to identifying marks on the floor plans and that call out the specific modifications that are required, complete with elevation drawings of typical doors and windows;
- HVAC upgrade requirements including ventilation capacity and electrical capacity; and
- Detailed drawings of special installation techniques required for windows, doors, and other elements.
- Required construction time period, limitations for simultaneous construction, performance requirements and completion requirements

The Consultant's Project Manager will provide the general requirements, wage rates, labor policies, and other legally required contractual documents in accordance with Monroe County protocols for inclusion in the Project Manual. The Project Architect will develop construction documents that meet applicable requirements, including bid forms, special provisions, technical specifications, house plans, equipment schedules, and details.

Phase 4 will be one bid package containing up to 60 homes.

**Personnel Involved in this Task:**

THC Director of Sound Insulation Programs  
THC Project Manager  
Lead Architect's (MDA) Principal Architect  
Lead Architect's (MDA) Project Manager  
Lead Architect's (MDA) Specifications Writer  
Lead Architect's (MDA) Construction Administrator  
Local Architect's (Sun) Principal Architect / Project Manager  
Local Architect's (Sun) Architect Consultant  
Local Architect's (Sun) Assistant Project Manager  
Local Architect's (Sun) CADD Designer

## **TASK 13 REQUEST FOR BIDS**

The Consultant's Project Manager will prepare an advertisement for bid and post it accordingly. Only certified Contractors will be allowed to submit a bid for construction services.

### **Personnel Involved in this Task:**

THC Director of Sound Insulation Programs  
THC Project Manager  
Lead Architect's (MDA) Project Manager  
Lead Architect's (MDA) Specifications Writer  
Local Architect's (Sun) Principal Architect / Project Manager  
Local Architect's (Sun) CADD Designer

## **TASK 14 CONDUCT PRE-BID CONFERENCE**

The Consultant will hold a mandatory Pre-Bid Conference prior to the bid openings. This will provide all pre-qualified contractors the opportunity to ask questions regarding the project and discuss the site conditions. Any necessary revisions and/or addenda to the Bid Documents will be prepared, along with responses to questions, and will be distributed to all bidders in accordance with the procedures described in the Bid Documents. Bid forms will be simplified as much as possible without compromising the ability to evaluate the bids received. The Consultant's Project Manager, Director of SIP and Project Architect will attend the Pre-Bid Conference.

### **Travel**

The Program Manager (THC) has budgeted one (1) two (2) night trip for the Director of Sound Insulations Programs for this task.

The Lead Architect's (MDA) Project Manager will travel one (1) time to Key West for this task from Minneapolis, MN. It will be for a one (1) night stay in Key West. The Local Architect's (The Sun Group) Principal will also travel by automobile from West Palm Beach, FL to Key West for this task one (1) time. This will include a one (1) night stay for him also.

### **Personnel Involved in this Task:**

THC Director of Sound Insulation Programs  
THC Project Manager  
Lead Architect's (MDA) Project Manager  
Local Architect's (Sun) Principal Architect / Project Manager

## **TASK 15 OPEN AND EVALUATE BIDS**

The Bids will be opened by the County in accordance with their established procedure. The County Attorney will review and certify the Bid process. The County will forward

copies of all bids to the Consultant's Project Manager for review and recommendation for award.

The Consultant's Project Manager and the Project Architect will analyze the bids for compliance with the Bid Documents and to determine the lowest cost and best-qualified bidder. The results of the analysis will be tabulated and a recommendation for award of the contract will be submitted to the County.

**Travel**

The Program Manager (THC) has budgeted one (1) two (2) night trip for the Director of Sound Insulations Programs for this task.

The Local Architect's (The Sun Group) Principal will travel by automobile from West Palm Beach, FL to Key West for this task one (1) time. This will include a one (1) night stay.

**Personnel Involved in this Task:**

THC Director of Sound Insulation Programs

THC Project Manager

Lead Architect's (MDA) Project Manager

Lead Architect's (MDA) Specifications Writer

Local Architect's (Sun) Principal Architect / Project Manager

Key West International Airport  
Phase 4 NIP Budget

URS

24-Jul-04

	THC	L&B	MDA	SUN	CEE	First American	URS	
1 Project Management	\$176,880.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$57,300.00	\$234,180.00
2 Maintain Project Office and Provide Information to the Public	\$5,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,160.00
3 Update Program Policies	\$10,060.00	\$0.00	\$0.00	\$0.00	\$2,600.00	\$0.00	\$0.00	\$12,660.00
4 Contractor Outreach, Certification & Training	\$12,160.00	\$0.00	\$1,400.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$18,560.00
5 Legal Document Administration	\$5,160.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33,000.00	\$0.00	\$38,160.00
6 Construction Specification Revision	\$3,920.00	\$0.00	\$15,110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$19,030.00
7 Product Review	\$5,160.00	\$0.00	\$6,060.00	\$0.00	\$0.00	\$0.00	\$0.00	\$11,220.00
8 Document Architectural, Mechanical ventilation, electrical	\$5,160.00	\$0.00	\$4,200.00	\$39,600.00	\$22,500.00	\$0.00	\$0.00	\$71,460.00
9 Perform Pre-modification Noise Audit	\$1,640.00	\$10,620.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12,260.00
10 Develop Acoustic Design Package	\$3,400.00	\$970.00	\$13,365.00	\$54,390.00	\$9,750.00	\$0.00	\$0.00	\$81,875.00
11 Design Review with Homeowners	\$12,200.00	\$0.00	\$0.00	\$31,550.00	\$0.00	\$0.00	\$0.00	\$43,750.00
12 Develop Bid Documents	\$3,750.00	\$0.00	\$6,560.00	\$45,680.00	\$0.00	\$0.00	\$0.00	\$55,990.00
13 Request for Bids	\$2,870.00	\$0.00	\$890.00	\$2,248.00	\$0.00	\$0.00	\$0.00	\$6,008.00
14 Conduct Pre-Bid Conference	\$5,320.00	\$0.00	\$4,200.00	\$2,080.00	\$0.00	\$0.00	\$0.00	\$11,600.00
15 Open & Evaluate Bids	\$1,990.00	\$0.00	\$970.00	\$3,380.00	\$0.00	\$0.00	\$0.00	\$6,340.00
Reimbursable Expenses	\$38,018.00	\$4,090.00	\$7,500.00	\$14,520.00	\$11,125.00	\$0.00	\$7,321.00	\$82,574.00
<b>TOTAL FEES</b>	<b>\$292,848.00</b>	<b>\$15,680.00</b>	<b>\$60,255.00</b>	<b>\$193,448.00</b>	<b>\$50,975.00</b>	<b>\$33,000.00</b>	<b>\$64,621.00</b>	<b>\$710,827.00</b>

7/26/2004



URS Corp.							8-Jul-04	
TASK	Principal	Project Manager	Senior Billing Coordinator	Admin Assistant	Person Hours Required	Rate	TOTAL LUMP SUM	
							HOURS	FEE
1 Project Management	110	200	60	60			430	\$57,300.00
2 Maintain Project Office and Provide Information to the Public							0	\$0.00
3 Update Program Policies							0	\$0.00
4 Contractor Outreach, Certification & Training							0	\$0.00
5 Legal Document Administration							0	\$0.00
6 Construction Specification Revision							0	\$0.00
7 Product Review							0	\$0.00
8 Document Architectural, Mechanical ventilation, electrical							0	\$0.00
9 Perform Pre-modification Noise Audit							0	\$0.00
10 Develop Acoustic Design Package							0	\$0.00
11 Design Review with Homeowners							0	\$0.00
12 Develop Bid Documents							0	\$0.00
13 Request for Bids							0	\$0.00
14 Conduct Pre-Bid Conference							0	\$0.00
15 Open & Evaluate Bids							0	\$0.00
<b>TOTAL HOURS</b>	<b>110</b>	<b>200</b>	<b>60</b>	<b>60</b>			<b>430</b>	
<b>TOTAL FEES</b>	<b>\$19,800.00</b>	<b>\$30,000.00</b>	<b>\$3,900.00</b>	<b>\$3,600.00</b>				<b>\$57,300.00</b>
<b>EXPENSES</b>								<b>\$7,321.00</b>
<b>TOTAL COST PROPOSAL</b>								<b>\$64,621.00</b>

### Reimbursable Expenses

Airfare - Tampa or Miami - Key West - Tampa or Miami  
Hotel  
Auto Rental  
Per Deim  
Parking at Airport - TPA or MIA  
Printing  
Postage  
Shipping/Courier

Units/

Trips	Cost	Total
10	\$350.00	\$3,500.00
10	\$150.00	\$1,500.00
20	\$45.00	\$900.00
20	\$50.00	\$1,000.00
20	\$13.00	\$260.00
10	\$10.00	\$100.00
10	\$5.00	\$50.00
1	\$11.00	\$11.00

**TOTAL EXPENSES**

**\$7,321.00**

THC, Inc.						8-Jul-04	
TASK		Person Hours Required				TOTAL LUMP SUM	
		Principal	Director	Project	Admin	HOURS	FEE
Hrly. Rate-->		\$240.00	\$175.00	\$110.00	\$95.00		
1	Project Management	72	440	744	8	1264	\$176,880.00
2	Maintain Project Office and Provide Information to the Public			40	8	40	\$5,160.00
3	Update Program Policies		28	40	8	68	\$10,060.00
4	Contractor Outreach, Certification & Training		40	40	8	80	\$12,160.00
5	Legal Document Administration			40	8	40	\$5,160.00
6	Construction Specification Revision		8	16	8	24	\$3,920.00
7	Product Review			40	8	40	\$5,160.00
8	Document Architectural, Mechanical ventilation, electrical			40	8	40	\$5,160.00
9	Perform Pre-modification Noise Audit			8	8	8	\$1,640.00
10	Develop Acoustic Design Package			24	8	24	\$3,400.00
11	Design Review with Homeowners			104	8	104	\$12,200.00
12	Develop Bid Documents		2	24	8	26	\$3,750.00
13	Request for Bids		2	16	8	18	\$2,870.00
14	Conduct Pre-Bid Conference		16	16	8	32	\$5,320.00
15	Open & Evaluate Bids		2	8	8	10	\$1,990.00
TOTAL HOURS		72	538	1200	120	1818	
TOTAL FEES		\$17,280.00	\$94,150.00	\$132,000.00	\$11,400.00		\$254,830.00
EXPENSES							\$38,018.00
TOTAL COST PROPOSAL							\$292,848.00

### Reimbursable Expenses

	Units/ Trips	Cost	Total
Airfare - Atlanta - Key West - Atlanta	16	\$750.00	12,000.00
Hotel	62	\$150.00	9,300.00
Auto Rental	62	\$80.00	4,960.00
Per Deim	62	\$50.00	3,100.00
Parking at Airport - ATL	62	\$9.00	558.00
Printing	30	\$100.00	3,000.00
Postage		\$50.00	0.00
CO Monitors	60	\$45.00	2,700.00
Conference Room Rental	2	\$725.00	1,450.00
Bid Advertisement	1	\$175.00	175.00
Long Distance	1	\$250.00	250.00
Copies	1	\$25.00	25.00
Shipping/Courier	1	\$500.00	500.00
<b>TOTAL EXPENSES</b>			<b>38,018.00</b>

CEE				8-Jul-04	
TASK	Person Hours Required	Design Engineer	Project Manager	TOTAL LUMP SUM	
				HOURS	FEE
1 Project Management				0	\$0.00
2 Maintain Project Office and Provide Information to the Public				0	\$0.00
3 Update Program Policies	8	16		24	\$2,600.00
4 Contractor Outreach, Certification & Training	8	40		48	\$5,000.00
5 Legal Document Administration				0	\$0.00
6 Construction Specification Revision				0	\$0.00
7 Product Review				0	\$0.00
8 Document Architectural, Mechanical ventilation, electrical	20	200		220	\$22,500.00
9 Perform Pre-modification Noise Audit				0	\$0.00
10 Develop Acoustic Design Package	30	60		90	\$9,750.00
11 Design Review with Homeowners				0	\$0.00
12 Develop Bld Documents				0	\$0.00
13 Request for Bids				0	\$0.00
14 Conduct Pre-Bid Conference				0	\$0.00
15 Open & Evaluate Bids				0	\$0.00
<b>TOTAL HOURS</b>	<b>66</b>	<b>316</b>		<b>382</b>	
<b>TOTAL FEES</b>		<b>\$8,250.00</b>	<b>\$31,600.00</b>		<b>\$39,850.00</b>
<b>EXPENSES</b>					<b>\$11,125.00</b>
<b>TOTAL COST PROPOSAL</b>					<b>\$50,975.00</b>

### Reimbursable Expenses

Airfare - Minneapolis - Key West - Minneapolis  
Hotel  
Auto Rental  
Per Deim  
Parking at Airport - MSP  
Printing  
Postage  
Shipping/Courier

Units/

Trips

Cost

2	\$1,500.00	\$3,000.00
25	\$180.00	\$4,500.00
25	\$80.00	\$2,000.00
25	\$50.00	\$1,250.00
25	\$15.00	\$375.00
	\$100.00	\$0.00
	\$50.00	\$0.00
	\$50.00	\$0.00

**TOTAL EXPENSES**

**\$11,125.00**

The Sun Group							8-Jul-04	
TASK	Architect Principal (PM)	Architect Consultant	Assistant PM	CADD Design	Clerical		TOTAL LUMP SUM	
	Person Hours Required						HOURS	FEE
1 Project Management							0	\$0.00
2 Maintain Project Office and Provide Information to the Public							0	\$0.00
3 Update Program Policies							0	\$0.00
4 Contractor Outreach, Certification & Training							0	\$0.00
5 Legal Document Administration							0	\$0.00
6 Construction Specification Revision							0	\$0.00
7 Product Review							0	\$0.00
8 Document Architectural, Mechanical ventilation, electrical		240	260				500	\$39,600.00
9 Perform Pre-modification Noise Audit							0	\$0.00
10 Develop Acoustic Design Package	112	62	270	415			859	\$54,390.00
11 Design Review with Homeowners	206		30	60	15		311	\$31,550.00
12 Develop Bid Documents	68	300	30	120			518	\$45,680.00
13 Request for Bids	16			4			20	\$2,248.00
14 Conduct Pre-Bid Conference	16						16	\$2,080.00
15 Open & Evaluate Bids	26						26	\$3,380.00
<b>TOTAL HOURS</b>	<b>444</b>	<b>602</b>	<b>590</b>	<b>599</b>	<b>15</b>		<b>2250</b>	
<b>TOTAL FEES</b>	<b>\$57,720.00</b>	<b>\$60,200.00</b>	<b>\$35,400.00</b>	<b>\$25,156.00</b>	<b>\$450.00</b>			<b>\$178,926.00</b>
<b>EXPENSES</b>								<b>\$14,520.00</b>
<b>TOTAL COST PROPOSAL</b>								<b>\$193,446.00</b>

#### Reimbursable Expenses

	Units/ Trips	Cost	Total
Mileage	12	\$250.00	3,000.00
Hotel	64	\$130.00	8,320.00
Per Deim	64	\$50.00	3,200.00

#### TOTAL EXPENSES

14,520.00

TASK	Principal Architect	Project Manager	Specifications Writer	Construction Administrator	Senior Architect	TOTAL LUMP SUM	
						HOURS	FEE
1 Project Management						0	\$0.00
2 Maintain Project Office and Provide Information to the Public						0	\$0.00
3 Update Program Policies						0	\$0.00
4 Contractor Outreach, Certification & Training		8				8	\$1,400.00
5 Legal Document Administration						0	\$0.00
6 Construction Specification Revision	2	10	82	16		110	\$15,110.00
7 Product Review		12	8	24		44	\$6,060.00
8 Document Architectural, Mechanical ventilation, electrical		24				24	\$4,200.00
9 Perform Pre-modification Noise Audit						0	\$0.00
10 Develop Acoustic Design Package	3	18	12	44	24	101	\$13,365.00
11 Design Review with Homeowners						0	\$0.00
12 Develop Bid Documents	2	10	24	10		46	\$6,560.00
13 Request for Bids		2	4			6	\$890.00
14 Conduct Pre-Bid Conference		24				24	\$4,200.00
15 Open & Evaluate Bids		4	2			6	\$970.00
<b>TOTAL HOURS</b>	<b>7</b>	<b>112</b>	<b>132</b>	<b>94</b>	<b>24</b>	<b>369</b>	
<b>TOTAL FEES</b>	<b>\$1,295.00</b>	<b>\$19,600.00</b>	<b>\$17,820.00</b>	<b>\$11,280.00</b>	<b>\$2,760.00</b>		<b>\$52,755.00</b>
<b>EXPENSES</b>							<b>\$7,500.00</b>
<b>TOTAL COST PROPOSAL</b>							<b>\$60,255.00</b>

**Reimbursable Expenses**

Airfare - Key West - Minneapolis - Key West

Hotel

Auto Rental

Per Diem

Office Costs

Trips	Cost	Total
3	\$1,500.00	4,500.00
12	\$130.00	1,560.00
12	\$70.00	840.00
12	\$50.00	600.00
	\$50.00	0.00

TOTAL EXPENSES

7,500.00

Landrum & Brown						8-Jul-04	
				Senior Associate	Associate	Associate	TOTAL LUMP SUM
TASK				Person Hours Required			
							HOURS FEE
1	Project Management						0 \$0.00
2	Maintain Project Office and Provide Information to the Public						0 \$0.00
3	Update Program Policies						0 \$0.00
4	Contractor Outreach, Certification & Training						0 \$0.00
5	Legal Document Administration						0 \$0.00
6	Construction Specification Revision						0 \$0.00
7	Product Review						0 \$0.00
8	Document Architectural, Mechanical ventilation, electrical						0 \$0.00
9	Perform Pre-modification Noise Audit			4	44	26	74 \$10,620.00
10	Develop Acoustic Design Package			2	4		6 \$970.00
11	Design Review with Homeowners						0 \$0.00
12	Develop Bid Documents						0 \$0.00
13	Request for Bids						0 \$0.00
14	Conduct Pre-Bid Conference						0 \$0.00
15	Open & Evaluate Bids						0 \$0.00
	TOTAL HOURS			6	48	26	80
	TOTAL FEES			\$1,230.00	\$6,720.00	\$3,640.00	\$11,590.00
	EXPENSES						\$4,090.00
	TOTAL COST PROPOSAL						\$15,680.00

### Reimbursable Expenses

Airfare - Boston - Key West - Boston  
Hotel  
Auto Rental  
Per Deim  
Misc. per trip  
SLM (1) System per day  
SIL System per day  
Shipping per trip  
Crane per day

Trips	Cost	Total
2	\$750.00	1,500.00
4	\$120.00	480.00
3	\$70.00	210.00
6	\$50.00	300.00
2	\$200.00	400.00
1	\$100.00	100.00
1	\$100.00	100.00
2	\$500.00	1,000.00
	\$1,000.00	0.00

TOTAL EXPENSES

4,090.00

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**IKE**

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**INDEPENDENT KOST ESTIMATES**

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**P. O. Box 46681  
St. Pete Beach  
Florida 33741**

**(727) 367-2910**

July 30, 2004

Ms. Bevette Moore  
Business Coordinator  
Airports Business Office  
3491 S. Roosevelt Boulevard  
Key West, Florida 33040

Subject: Key West International Airport  
Consultant Fee Assessment

Dear Ms. Moore:

Attached is my assessment of the consultant fees for the proposed AIP Project (Phase 4 - Design Phase, Implementation of Noise Insulation Program) at Key West International Airport. This estimate covers all tasks which are included in the scope of services for this project.

The estimated consultant fee for the proposed project is \$776,530

I am also attaching an invoice for \$800 for my services.

Please do not hesitate to call should you have any questions regarding my assessment.

Thank you for giving me the opportunity to prepare this estimate. If I can be of any service in the future, please let me know.

Sincerely,

*Ikars A. Cakarnis*  
Ikars (Ike) A. Cakarnis  
Airport Engineer

Attachments

July 30, 2004

**KEY WEST INTERNATIONAL AIRPORT  
PHASE 4 - DESIGN PHASE, IMPLEMENTATION  
OF NOISE INSULATION PROGRAM**

**INDEPENDENT COST ESTIMATE**

**SUMMARY OF CONSULTANT FEE ESTIMATE**

1. Project Management	\$ 174,160
2. Provide Support to the Office & Provide Information to the Public	\$ 50,920
3. Update Program Policies	\$ 14,000
4. Contractor Outreach, Certification & Training	\$ 17,120
5. Legal Document Administration	\$ 52,800
6. Construction Specification Revision	\$ 24,120
7. Product Review	\$ 11,960
8. Document Architectural, Mechanical, Ventilation & Electrical Site Condition	\$ 63,260
9. Perform Pre-Modification Noise Audit	\$ 18,800
10. Develop Acoustic Design Package	\$ 88,560
11. Design Review With Homeowners	\$ 30,640
12. Develop Bid Documents	\$ 94,460
13. Request for Bids	\$ 6,850
14. Conduct Pre-Bid Conference	\$ 18,160
15. Open and Evaluate Bids	\$ 14,240
16. Direct Costs	\$ 96,480

**TOTAL**

**\$ 776,530**



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**1. Project Management**

	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Principal (THC)	80	\$ 240	\$ 19,200
Project Manager	600	110	66,000
Director SIP	180	175	31,500
Dir. Admin. Services	108	95	10,260
Project Manager (URS)	240	150	36,000
Principal	20	180	3,600
Sr. Billing Coordinator	80	65	5,200
Administrator Asst.	40	60	2,400

**TOTAL****\$ 174,160****2. Provide Support to the Office & Provide Information to the Public**

Project Manager (THC)	272	\$ 110	\$ 29,920
Proj. Manager (MDA)	120	175	21,000

**TOTAL****\$ 50,920****3. Update Program Policies**

Project Manager (THC)	40	\$ 110	\$ 4,400
Director SIP	24	175	4,200
Design Engineer (CEE)	24	125	3,000
Project Manager	24	100	2,400

**TOTAL****\$ 14,000**

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**4. Contractor Outreach, Certification & Training**

	<u>Hours</u>		<u>Rate</u>		<u>Cost</u>
Project Manager (THC)	72	\$	110	\$	7,920
Director SIP	16		175		2,800
Project Manager (MDA)	16		175		2,800
Design Engineer (CEE)	16		125		2,000
Project Manager	16		100		1,600

<b>TOTAL</b>				<b>\$</b>	<b>17,120</b>
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**5. Legal Document Administration**

Proj. Mgr. (THC)	180	110	19,800
First American Title Insurance CO.			33,000

<b>TOTAL</b>			<b>\$</b>	<b>52,800</b>
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**6. Construction Specification Revision**

Project Manager (THC)	24	\$	110	\$	2,640
Director SIP	16		175		2,800
Principal Architect (MDA)	8		185		1,480
Project Manager	40		175		7,000
Specifications Writer	40		135		5,400
Const. Administrator	40		120		4,800

<b>TOTAL</b>				<b>\$</b>	<b>24,120</b>
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**7. Product Review**

Project Manager (THC)	8	\$	110	\$	880
Project Manager (MDA)	40		175		7,000
Specifications Writer	16		135		2,160
Const. Administrator	16		120		1,920

<b>TOTAL</b>				<b>\$</b>	<b>11,960</b>
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**8. Document Architectural Mechanical, Ventilation  
& Electrical Site Conditions**

	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Project Manager (THC)	16	\$ 110	\$ 1,760
Proj. Manager (MDA)	40	175	7,000
Arch. Consultant (SUN)	200	100	20,000
Asst. Project Manager	200	60	12,000
Design Engineer (CEE)	20	125	2,500
Project Manager	200	100	20,000

**TOTAL \$ 63,260**

**9. Perform Pre-Modification Noise Audit**

Project Manager (THC)	4	\$ 110	\$ 440
Senior Associate (L&B)	24	205	4,920
Associate	96	140	13,440

**TOTAL \$ 18,800**

**10. Develop Acoustic Design Package**

Project Manager (THC)	16	110	1,760
Prin. Architect (MDA)	8	185	1,480
Project Manager	80	175	14,000
Specifications Writer	24	135	3,240
Const. Administrator	40	120	4,800
Senior Architect	24	115	2,760
Project Manager (SUN)	88	130	11,440
Architect Consultant	24	100	2,400
Asst. Project Manager	264	60	15,840
CADD Designer	400	42	16,800
Design Engineer (CEE)	40	125	5,000
Project Manager	24	100	2,400
Senior Associate (L&B)	16	205	3,280
Associate	24	140	3,360

**TOTAL \$ 88,560**

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**11. Design Review With Homeowners**

	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Project Manager (THC)	8	\$ 110	\$ 880
Project Manager (SUN)	168	130	21,840
Asst. Project Manager	40	60	2,400
CADD Designer	120	42	5,040
Clerical	16	30	480

**TOTAL****\$ 30,640****12. Develop Bid Documents**

Project Manager (THC)	16	\$ 110	\$ 1,760
Director SIP	24	175	4,200
Prin. Architect (MDA)	16	185	2,960
Project Manager	60	175	10,500
Specifications Writer	80	135	10,800
Const. Administrator	60	120	7,200
Project Manager (SUN)	80	130	10,400
Architect Consultant	80	100	8,000
Asst. Project Manager	280	60	16,800
CADD Designer	520	42	21,840

**TOTAL****\$ 94,460****13. Request For Bids**

Project Manager (THC)	8	\$ 110	\$ 880
Director SIP	4	175	700
Project Manager (MDA)	8	175	1,400
Specifications Writer	16	135	2,160
Project Manager (SUN)	8	130	1,040
CADD Designer	16	42	670

**TOTAL****\$ 6,850****14. Conduct Pre-Bid Conference**

Project Manager (THC)	16	\$ 110	\$ 1,760
Director SIP	24	175	4,200
Project Manager (MDA)	40	175	7,000
Project Manager (SUN)	40	130	5,200

**TOTAL****\$ 18,160**

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**15. Open and Evaluate Bids**

	<u>Hours</u>	<u>Rate</u>	<u>Cost</u>
Project Manager (THC)	8	\$ 110	\$ 880
Director SIP	24	175	4,200
Project Manager (MDA)	16	175	2,800
Specifications Writer	24	135	3,240
Project Manager (SUN)	24	130	3,120

<b>TOTAL</b>	<b>\$ 14,240</b>
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**16. Direct Costs****A. Transportation****1) Airline Tickets**

Tampa - Key West	10	x	\$ 350	= \$ 3,500
Atlanta - Key West	16	x	750	= 12,000
Minneapolis - Key West	8	x	1,500	= 12,000
Boston - Key West	2	x	750	= 1,500

<b>Sub-Total</b>	<b>\$ 29,000</b>
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**2) POV**

West Palm Beach - Key West	
11 trips x \$250/trip	\$ 2,750

**3) Rental Car**

21 days x \$50/day =	\$ 1,050
12 weeks x \$200/week =	2,400
<b>Total</b>	<b>\$ 3,450</b>

<b>Total Transportation</b>	<b>\$ 35,200</b>
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**B. Lodging**

282 nights x \$140/night	\$ 32,480
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**C. Per Diem**

260 days x \$50/day	\$ 13,000
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D. Telephone/FAX	\$ 5,000
E. Postage/Federal Express	\$ 800
F. Printing	\$ 4,000
G. Equipment Rental	\$ 3,000
H. Miscellaneous Expenses	\$ 3,000
<b>TOTAL DIRECT COSTS</b>	<b>\$ 96,480</b>